

POLICE LIEUTENANT

(Promotional)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory law enforcement positions, the primary duties of which are the management of one or more police department services or divisions. An employee of this class may also be required to perform the duties of the Police Chief in the Chief's absence. Police Lieutenants supervise all personnel assigned to the shift or division; oversee the preparation and maintenance of records and reports; supervise the care and maintenance of assigned equipment; and perform and supervise law enforcement duties. Employees of this class require some supervision but perform most tasks independently. This class reports to and has work reviewed by the Chief of Police.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, special operations, and jail operations. Deploys available man power in the most cost-efficient manner. Reviews incoming communications and routes work to the appropriate person or location. Investigates accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedure to avoid future accidents. Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems.

Supervises the preparation of records and reports, reviewing those completed by subordinates. Prepares records required to document the activity of assigned divisions.

Promotes a positive public image of the work of the department in the daily performance of duties and through contact with the public. Acts as a department representative to the news media by preparing news releases and by answering questions concerning the work of the department. Coordinates the work of the department with related federal, state, and local agencies. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Supervises and inspects subordinate police department employees making sure that the goals and standards of the department are being met. Reviews the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Holds formal meetings with groups of subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Approves leave. Provides on-the-job training for department members, including providing assistance in technical areas of work. Evaluates the work performance of subordinates and writes employee evaluation reports. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Maintains discipline among employees of the department by conducting corrective interviews or by recommending disciplinary action to the Police Chief.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant for at least (2) two years immediately preceding the closing date for application to the board.

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